

**Specialist competence matrix – to support applicants who work in field archaeology roles**

**PLEASE NOTE:** All applications will be assessed against the main competence matrix (P6 Applicant’s Guide) with the specialist matrix as an advisory document only.

	<b>Knowledge</b>	<b>Autonomy</b>	<b>Coping with complexity</b>	<b>Perception of professional context</b>
<b>Practitioner (PCIFA)</b>	<ul style="list-style-type: none"> <li>• Good technical knowledge of archaeological best practice: consistently defines and excavates low-complexity archaeological features and deposits</li> <li>• Produces clear and concise primary paper and/or digital records (context sheets, plans, elevations and photographs)</li> <li>• Understands the requirements for, and can take, environmental samples</li> <li>• Differentiates between commonly encountered artefact types</li> <li>• Good awareness of relevant professional standards, guidelines, ethics and health and safety</li> <li>• Understands the benefit of Continuing Professional Development (CPD) (e.g. background reading and attending archaeological events)</li> </ul>	<ul style="list-style-type: none"> <li>• Liaises with site supervisors, Project Manager, or other senior staff as required, within their organisation</li> <li>• Works under supervision, with frequent direction, as part of a team, has an awareness of deadlines, and can manage their own time</li> <li>• Follows site methodology and appropriate professional guidance, including health and safety procedures</li> <li>• Able to demonstrate principles of interpretation, but may require instruction or mentoring from senior staff</li> </ul>	<ul style="list-style-type: none"> <li>• Understands the principles of excavation and stratigraphic recording</li> <li>• Ability to interpret low-complexity stratigraphic sequences under supervision</li> <li>• Ability to cope with changes to the planned strategy due to external constraints</li> <li>• Recognises professional limitations and can identify when and where it is necessary to ask for guidance</li> </ul>	<ul style="list-style-type: none"> <li>• Understanding of individual role within team/site</li> <li>• Understands the need for quality recording required during their part of the process</li> <li>• Aware of the aims of the project and the rationale for specific methods and techniques</li> <li>• Appreciates how each person within a project team has specific tasks that lead to a single outcome from fieldwork to archiving</li> <li>• Demonstrates understanding of the ethical requirements of the Code of conduct and is able to apply to own work. Upholds the values of the Institute to work in the public interest</li> </ul>

	<b>Knowledge</b>	<b>Autonomy</b>	<b>Coping with complexity</b>	<b>Perception of professional context</b>
<b>Associate (ACIfA)</b>	<ul style="list-style-type: none"> <li>● High level of technical knowledge of archaeological best practice; consistently defines, excavates and records a variety of archaeological features and deposits, and understands detailed site chronologies</li> <li>● Understands a variety of environmental and dating sample strategies and able to judge when different methods should be applied</li> <li>● Recognises numerous artefact types and understands where discussions about recovery methodologies and retention strategies could begin</li> <li>● Able to link data with respect to identified project outcomes and add to project research aims</li> <li>● Knowledge of relevant professional standards, guidelines, ethics and health and safety policy</li> <li>● Demonstrates sustained commitment to the undertaking of relevant training and CPD</li> </ul>	<ul style="list-style-type: none"> <li>● Able to undertake sole/independent working</li> <li>● Works on a variety of projects from small to medium scale, with occasional supervision of others, in a non-supervisory role</li> <li>● Undertakes, where appropriate, supervision of small teams in an assistant role</li> <li>● Ability to enforce safe systems of working, recognising potential hazards and taking appropriate action</li> <li>● Ability to initiate tasks and implement new approaches</li> <li>● Able to provide informal and formal mentoring and support to other members of staff</li> </ul>	<ul style="list-style-type: none"> <li>● Broad knowledge of excavation and post-excavation processes</li> <li>● Consistently demonstrates the ability to interpret complex stratigraphic sequences and compile plan/stratigraphic matrices demonstrating this</li> <li>● Knowledge of stratigraphic grouping (phases etc.)</li> <li>● Able to review the primary records of archaeologists under their supervision</li> <li>● Able to handle changing external factors requiring flexible strategy</li> <li>● Recognises professional limitations and can identify when and where it is necessary to ask for guidance</li> </ul>	<ul style="list-style-type: none"> <li>● Understands how their work contributes to a project beyond a site, such as the wider development</li> <li>● Interprets and assesses archaeological features within a wider site context</li> <li>● Demonstrates a firm understanding of site formation processes</li> <li>● Understands requirements for and use of other specialists</li> <li>● Able to identify own CPD requirements to better meet the wider goals of the organisation and, where appropriate, plan to meet those requirements</li> <li>● Ability to use lessons learned from past projects to inform project decision making</li> <li>● Understands the ethical requirements of the Code of conduct and uses them to guide and review own practice and, where applicable, that of others. Can recognise and resolve potential conflicts of interest within an established framework. Upholds and promotes the values of the Institute to work in the public interest</li> </ul>

	<b>Knowledge</b>	<b>Autonomy</b>	<b>Coping with complexity</b>	<b>Perception of professional context</b>
<b>Member (MCIFA)</b>	<ul style="list-style-type: none"> <li>● Authoritative knowledge of archaeological practice and consistently demonstrates ability to understand and manage a variety of complex archaeological situations</li> <li>● Authoritative knowledge, understanding and application of professional standards, guidelines, ethics and health and safety</li> <li>● Knows when to use other specialists</li> <li>● Thoroughly analyses data with respect to identified project outcomes and add to project research aims.</li> <li>● Recognises situations in which standard approaches may not be appropriate and ability to propose alternatives, which still fulfil professional standards</li> <li>● Demonstrates sustained commitment to the undertaking of Continuing Professional Development (CPD)</li> <li>● Knowledge of how to mentor others</li> </ul>	<ul style="list-style-type: none"> <li>● Responsible for the safe running of the site and the safety and supervision of the site staff, where appropriate</li> <li>● Works with full autonomy, with little direction from immediate colleagues outside of the necessary everyday project contact</li> <li>● Able to supervise site staff in recording procedures</li> <li>● Contribute to project team discussions</li> <li>● Liaises with specialists contributing at excavation, post-excavation and publication phases</li> <li>● Able to contribute and work towards agreed schedules with project team within agreed budgets</li> <li>● Provides encouragement and mentoring/training/support to other members of staff</li> </ul>	<ul style="list-style-type: none"> <li>● Extensive knowledge of excavation, post-excavation and publication processes</li> <li>● Confidence to recommend and justify alternative approaches that might best fulfil a project brief rather than the proposed methodology</li> <li>● Appreciates strengths and limitations of techniques used, may adapt methodology to project</li> <li>● Work fully to integrate the subject within its immediate context and with broader significance</li> </ul>	<ul style="list-style-type: none"> <li>● Undertakes supervision of a variety of archaeological sites, encouraging staff to work effectively towards agreed goals</li> <li>● Through depth of knowledge will contribute significantly to post-excavation and publication processes</li> <li>● Where appropriate, will liaise with internal and external specialists to determine environmental, artefactual scientific dating and chronological strategies for site(s) in line with regional research agendas and national guidance on best practice</li> <li>● Able to identify and use other specialists and when this may be required</li> <li>● Ability to consider features and sites within the wider landscape context and to assess the significance of archaeological deposits</li> <li>● Able to identify CPD requirements of a team to better meet the wider goals of the organisation and, where appropriate, plan to meet those requirements</li> </ul>

				<ul style="list-style-type: none"><li>● Recognise the importance to the industry of promoting and demonstrating best practice in every aspect of their work and instilling this amongst colleagues</li><li>● Demonstrates professional judgement and ethical behaviour across a wide variety of complex situations, supporting and encouraging others to do the same. Can anticipate, recognise, and resolve potential conflicts of interest. Promotes the values of the Institute to work in the public interest with colleagues, clients, and stakeholders</li></ul>
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